



King County
ADMINISTRATIVE SPECIALIST II
PUBLIC HEALTH- SEATTLE & KING COUNTY
OFFICE OF DIRECTOR / HIPAA COMPLIANCE PROGRAM
Hourly Rate Range: \$15.35 – \$19.46
Job Announcement: 04TA4548
OPEN: 8/25/04 CLOSE: 9/1/04

WHO MAY APPLY: This career service position is open to all qualified applicants.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Employment Services, 999 3rd Avenue, Suite 600, Seattle, WA 98104**. Applications materials must be received by 5:00 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Kristi Korolak at (206)296-4776 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: Wells Fargo Center, 999 Third Ave, Suite 1200, Seattle

WORK SCHEDULE: This position is overtime eligible. This position is budgeted for 20 hours per week, Monday through Friday; however it may be scheduled for up to 40 hours per week based on business need.

PRIMARY JOB FUNCTIONS INCLUDE:

- Develop, maintain and update HIPAA documentation binders and files.
- Schedule appointments and meetings. Assure understanding of schedule priorities. Resolve appointment conflicts. Schedule meeting rooms.
- Schedule and make arrangements for county cars, to and from meetings, as needed.
- Perform photocopying, labeling and collating of meeting documents.
- Attend and take meeting minutes. Proofread, edit and word-process meeting minutes.
- Use Microsoft Word to compose, review, proofread, and edit various project documents. As well as, create tables, columns, insert figures/files, mail merge, index/tables, styles, footnotes, track changes, etc.
- Use Excel to create, update, maintain or change spreadsheets.
- Use Outlook to manage e-mail, calendars, and contacts.
- Prepare and submit supply orders. Maintain, inventory, and distribute supplies and/or equipment.
- Answer telephone calls and voice mail, respond to questions, take messages, route and screen telephone calls of a highly confidential nature.
- Participate in other HIPAA projects, as well as perform and complete other HIPAA tasks as assigned.

QUALIFICATIONS:

- Knowledge of proper English grammar, usage and spelling.
- Customer service skills — in person and via telephone (discretion, patience, etiquette, professionalism)
- Knowledge of general office principles and practices.
- Knowledge of Microsoft office suite software applications. Skilled at using word processing and spreadsheet software to complete assigned clerical tasks. **Applicants will be tested in these skills.**
- Alphanumeric filing skills, basic math skills, and the ability to enter data with at least 85% accuracy and a minimum of 3000 keystrokes per hour. **Applicants will be tested in these skills.**
- Knowledge of action tracking on specific work assignments and skill in following through on assignments as directed.
- Knowledge of the operation of standard office equipment: typewriter, personal computer, copier, fax machines and multi-line telephone.
- Analytical and problem-solving skills.
- Oral and written communications skills.
- Organizational and prioritization skills.
- Skill in maintaining confidentiality on sensitive matters.
- Initiative and accountability skills for work product or service.

NECESSARY SPECIAL REQUIREMENTS:

- The selected candidate must pass a thorough background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law
- Employees are required to adhere to OSHA/WISHA guidelines including but not limited to completing their mandatory trainings on time.

UNION MEMBERSHIP: Local 17

CLASS CODE: 8387 **SEQUENCE NUMBER:** 80-8387-0974